



## San Bernardino County Women's Network Mentoring Program

### 2006/2007 Mentor Application

Please type or print clearly. Complete all sections. Deadline for submission is August 15, 2006

Name: \_\_\_\_\_ Work Number: \_\_\_\_\_  
Department: \_\_\_\_\_ Mail Code: \_\_\_\_\_  
Classification: \_\_\_\_\_ Working Title: \_\_\_\_\_  
Work Address: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

#### **Areas of Experience** (You may attach your resume, if you wish)

What skills, knowledge, and information are you willing/confident to share with a Protégé?

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Budget/Fiscal        | <input type="checkbox"/> Organizational Skills | <input type="checkbox"/> Supervisory Skill  | <input type="checkbox"/> Setting Priorities           |
| <input type="checkbox"/> Defining Goals       | <input type="checkbox"/> Management Techniques | <input type="checkbox"/> Career Planning    | <input type="checkbox"/> Ethics/Integrity Maintenance |
| <input type="checkbox"/> Office Politics      | <input type="checkbox"/> County Structure      | <input type="checkbox"/> Goal Setting       | <input type="checkbox"/> Writing Procedures           |
| <input type="checkbox"/> Communication Skills | <input type="checkbox"/> Negotiations          | <input type="checkbox"/> Project Management | <input type="checkbox"/> Coping with Glass Ceiling    |
| <input type="checkbox"/> Interview Skills     | <input type="checkbox"/> Leadership            | <input type="checkbox"/> Other _____        |   |

What do you consider most significant in helping you to get where you are today?

Are there any specific employee classifications/positions you are most interested in mentoring?

Do you have any previous experience in mentoring? (Facilitating, teaching, coaching, etc.) ☐ Yes ☐ No

If yes, please describe:

As a mentor, will you commit to meet with your protégés in a Mentoring Circle at least twice a month for an extended lunch, and support/attend Global Meetings? ☐ Yes ☐ No

If no, please define what time commitment you are willing to give to this program.

## GENERAL PROGRAM INFORMATION & SIGNATURE AGREEMENT

The Mentoring Program is a 10-month program that requires the participants' (Protégés AND Mentors) attendance at least twice monthly for extended lunchtime meetings (1.5 hrs). In addition to these meetings, the Mentoring Program includes approximately nine "global" meetings that range from 2 to 6 hrs each in length, spread throughout the Program year. The CWN Mentoring Program delivers a tangible value to all of its participants through the establishment of networking contacts, visibility to top management and government officials in the County, and behind-the-scenes information on the County organizational structure. Although the participants may be required to complete additional work outside of the meetings, they are encouraged to do their assignments at home.

Your signature below indicates that you recognize the significant scheduling commitment required, and that you acknowledge the importance of following through with the program if accepted. You further acknowledge the importance of being a positive role model in professional behavior, business etiquette, and personal integrity.

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Signature

Date

Thank you in advance for your willingness to contribute your expertise, your knowledge, and most importantly, your time to the improvement of women throughout the County of San Bernardino!

Please see attached SAMPLE of a CWN Mentoring Program Year.

***Return this application via interoffice mail by August 15, 2006 to:  
Jessie Burr (Ontario – PERC) or Jane Adams (0640 – DAAS)***



# CWN MENTORING PROGRAM

**SAMPLE ONLY** from 2005/2006 Program Year!

## *Program Calendar*

|                    |   |
|--------------------|---|
| September 14, 2005 | Kick-Off and Orientation<br><i>Diana Alexander &amp; Jeannie Adair</i><br>11:00 pm – 1:00 pm (Lunch Provided)<br>County Government Center, Citrus Room  |
| October 25, 2005   | County Overview & BOS Meeting<br><i>Dena Smith</i><br>8:00 – 10:30 am<br>County Government Center, Citrus Room  |
| November 29, 2005  | Career Assessment & Goal Setting<br><i>Peggy Dillaman</i><br>10:00 am – 1:30 pm [Lunch Provided]<br>PERC – Room 206   |
| January 24, 2005   | Interviewing Skills<br><i>Linda Fabre</i><br>11:30 am – 1:00 pm [BYO Lunch]<br>PERC – Room 206  |
| February 21, 2006  | Temperament Assessment<br>11:30 am – 2:00 pm [BYO Lunch]<br><i>Dr. Robert Cruise</i><br>National University   |
| March 28, 2005     | County Budget<br>11:30 am – 2:00 pm [BYO Lunch]<br><i>Valerie Clay</i><br>Government Center, Joshua Room  |
| April 25, 2006     | Professional Image/County Career<br><i>Carolyn Tillman/Bridget Styers, Shelly Ward</i><br>11:30 – 2:30 pm [BYO Lunch]<br>Old Hall of Records (3 <sup>rd</sup> St), Assessor's Conference Room |
| May 16, 2005       | Leadership Forum<br><i>BOS, CAO, Supt of School, Presiding Judge, CEO</i><br>11:00 am – 1:00 pm [Lunch Provided]<br>County Government Center, Citrus Room                                     |
| June 21, 2006      | CWNMP GRADUATION<br>At the monthly CWN Meeting<br>11:30 am – 1:00 pm [Lunch Provided]<br>Shandon Hills  |

Please schedule your circle meetings and send a draft to:  
Jessie Burr (Ontario - PERC) or Jane Adams (0640 - DAAS)